

TERMS OF REFERENCE (2015-16)

RESEARCH STAFF WORKING GROUP

Chair: Professor Dave Petley, Pro-Vice Chancellor for Research and Enterprise

1.0 Membership of Group:

To consist of the PVC for Research as Chair, and to include the Associate Deans for Research from each faculty, at least two Research Staff representatives from each faculty (one from HUM due to number of RS in that faculty), one Research Staff Co-ordinator from each faculty, and one representative from each of HRD, CSED and CCEN.

1.1 Proposed membership for 2015/16 academic year:

Chair: Professor Dave Petley, Pro-Vice Chancellor for Research and Enterprise

Associate Deans for Research:

Professor Matt Gage, SCI
Professor Claire Jowett, HUM
Professor Fiona Lettice, SSF
Professor Aedin Cassidy, FMH

CCEN: Rebecca Wyand, Careers Adviser – Postgraduate Research Students and Research Staff

CSED: Lisa Worrall, Staff Development Officer Research Staff
Amanda Giles, Head of CSED, Geoff Hinchliffe, Director of Academic Practice

HRD: Jenny Summers, Human Resources Manager (SCI & REN)

HUM: Rebecca Pinner, Senior Research Associate (LDC)
Alan Finlayson, Research Staff Co-ordinator (PPL)

SSF: Rachel Nayani, Research Assistant (NBS)
Roger Few, Senior Research Fellow (DEV)
Nicole Gross-Camp, Research Fellow (DEV)
Poshendra Satyal (DEV)
Mark Tebboth (DEV)
Marian Brandon, Research Staff Co-ordinator (SWK)

FMH: Clare Aldus, Research Fellow (HSC)
Kathleen Lane, Senior Research Associate (HSC)
Caitlin Notley, Research Staff Co-ordinator (MED)

SCI: Amy Binner, Research Fellow (ENV)
Gaye White, Senior Research Associate (BIO)
Robin Blagg, Senior Postdoctoral Research Associate (CHE)
Simon Butler, Research Staff Co-ordinator (BIO)

SL: Kim Blanchflower, Human Resources Manager
TBC Postdoctoral Researcher (TSL)

REN: Helen Lewis, Director of REN

PPE: Helen Murdoch, Manager Equality & Diversity

JIC: Sam Mugford, (Research Assistant, JIC, RSSV)

IFR: Angela Man, Postdoctoral Researcher
Arthur Thompson, Research Leader

NBI: Vanda Morgan, NBI Training and Development Manager
(Deputy: Lauren Reader)

Secretary: Sarah Payne, (CSED)

1.2 Alternates

Where a member of the group is unable to attend, every effort should be made to ensure an alternate is able to attend.

1.3 Quorate attendance

The group shall be quorate with the minimum attendance of the Chair (or acting Chair), Secretary and two Research Staff (representing different Faculties).

1.4 Acting Chair

In the absence of the PVC for Research, the acting Chair shall be an Associate Dean for Research.

2.0 Meeting purpose, frequency, confidentiality and attendance

2.1 Purpose of Group

Mission Statement: To maximise the career potential, satisfaction and productivity of research personnel.

- To highlight issues pertinent to Research Staff within the University, proposing University-wide solutions.
- To ensure optimal development in the transition at the start of a research career e.g. from PhD student to postdoctoral researcher.
- To facilitate Researcher's career structure and progression within or outside academia.

- To ensure communications of key importance to Research Staff are exchanged in a timely and appropriate manner.
- To fully utilise the role of the Research Staff Co-ordinators to ensure communication into and outside of the Faculty.
- To propose and co-ordinate ideas for development within the Human Resources Division, CSED and CCEN Offices in relation to recruitment, induction, management, career development and training.
- Whilst considering the diverse roles of Research Staff at UEA, to take an overview of what is working for researchers and what is not, and identify any associated actions.
- To ensure close links between Research staff, the Research Executive and the PGR Executive as appropriate.
- To be involved in proposing and developing new initiatives for Research staff such as events, in co-ordination with appropriate bodies e.g. Engagement Executive, ResNet etc.

2.2 Frequency of meetings

- Three meetings per annum.
- Membership to be reviewed at least annually at Summer meeting
- Frequency of meetings to be reviewed at least annually at Summer meeting

2.3 Confidentiality

Whereas the purpose of the group is to discuss issues pertinent to Research Staff, there may be occasions where agenda items need to be discussed in confidence. Such items will be clearly identified, and Group members are required to keep such matters confidential between themselves and other members of the Group.

3.0 Other items

3.1 Agenda items

The Secretary will send an invitation to submit agenda items no later than 2 weeks before the next scheduled meeting.

Items for the agenda will be notified to the Secretary not later than five working days before the next scheduled meeting.

The Secretary will circulate the agenda not later than four working days prior to the next scheduled meeting.

3.2 Sub-groups

The Group may from time to time deem it necessary to devolve an area of concern to a sub-group, which may co-opt involvement of others who are not members of the main group.